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## CITY OF LODI COUNCIL COMMUNICATION

AGENDA ITEM **E-3**

AGENDA TITLE: Approve Plans and Specifications and Authorize Advertisement for Bids for Finance Department Relocation from Leased Office Space to City-Owned Facility

MEETING DATE: July 16, 2008

PREPARED BY: Public Works Director

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RECOMMENDED ACTION: Approve plans and specifications and authorize advertisement for bids for the Finance Department Relocation Project, moving from leased office space to a City-owned facility.

BACKGROUND INFORMATION: At its May 2, 2007 meeting, City Council authorized the design work for the remodel of the former Court No. 1 building for use by the Finance Department. Working with City staff, Wenell Mattheis Bowe has completed plans and specifications for the project. A drawing of the proposed floor plan is attached for reference as Exhibit A.

Council is being asked to approve the plans and specifications and authorize advertising for bids for the project, which includes the renovation of the interior space, staff bathrooms, ADA access, and new HVAC. The project will include relocation of the existing office systems furniture. Once the project is complete, the Finance Department will move out of leased office space and into the City-owned facility.

The plans and specifications are on file in the Public Works Department.

FISCAL IMPACT: This project will be funded by monthly lease payment savings of \$11,308,

FUNDING AVAILABLE: No funding is required at this time. A funding request will be made after the bid opening, at the time of contract award.

Project Estimate: \$850,000 (includes construction administration services, construction contract, testing and inspection and other project-associated expenses)

Planned Bid Opening Date: August 21, 2008

F. Wally Sandelin  
Public Works Director

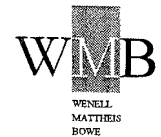
Prepared by Gary Wiman, Construction Project Manager  
FWS/GW/pmf  
Attachment

cc: Ruby Paiste, Financial Services Manager  
Gary Wiman, Construction Project Manager

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APPROVED: Blair King, City Manager

# Exhibit A



ARCHITECTURE

PLANNING

INTERIORS

Larry Wenell  
Theodore Mattheis  
Architects

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E. Main Street  
Stockton, California  
95202

Phone :  
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City of Lodi  
Finance Dept. Relocation

230 W. Elm Street  
Lodi, CA

FURNITURE FLOOR PLAN  
(FOR REFERENCE ONLY)

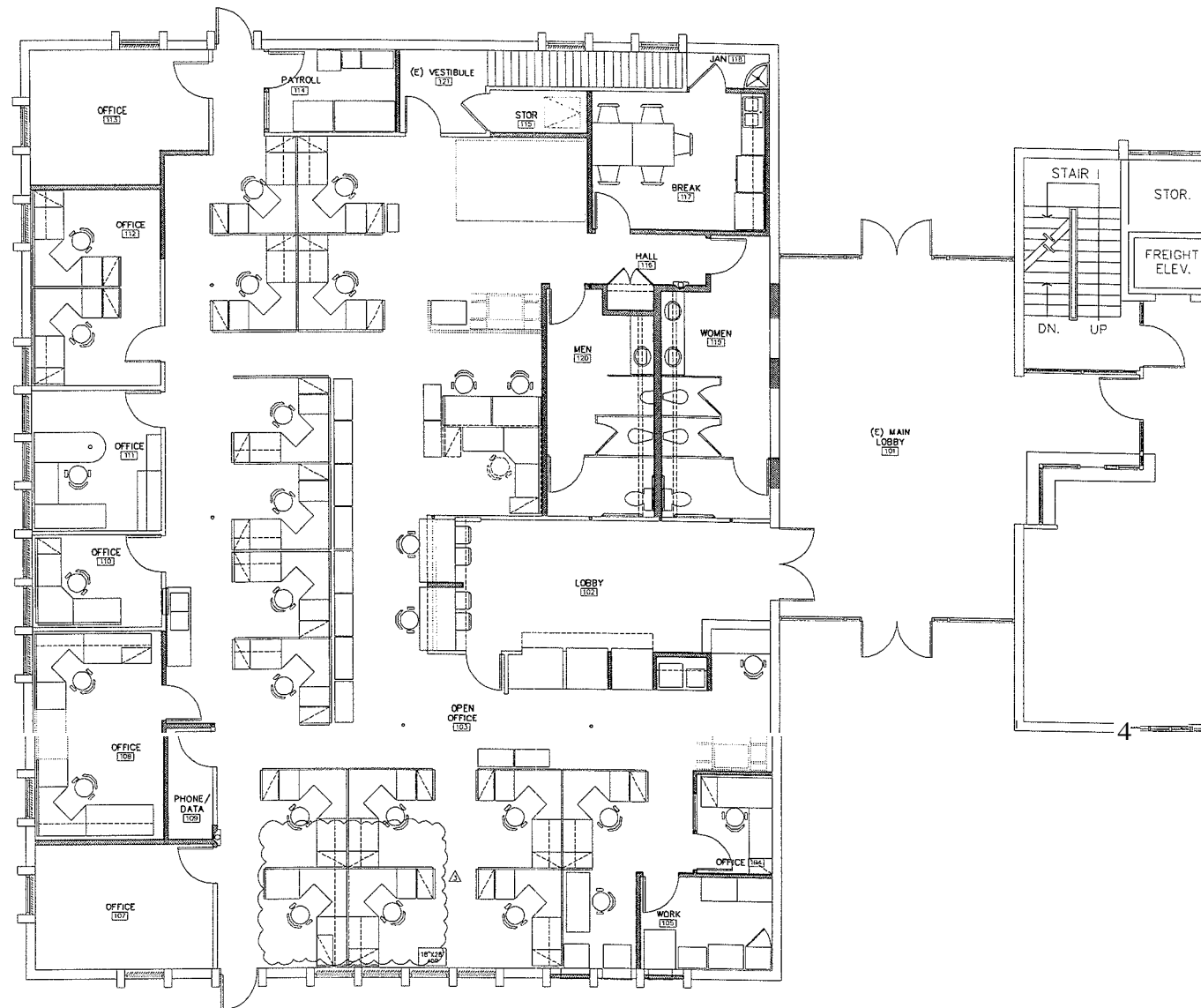


A2.4

PLAN CHECK 1-17-08  
OWNER REVISION 3-27-08

12-18-07

WMB #07-34



**FURNITURE PLAN** (FOR REFERENCE ONLY)  
SCALE 1/4" = 1'-0"